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Security Information

19 May 1953

MEMORANDUM FOR: DD/P ADMINISTRATION

VIA : PP/OPERATIONS

25X1A2d1

SUBJECT : Request for Position Reclassification -- [REDACTED]

REFERENCE : CSI 20-8

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1. It is requested that (a) the title and grade of slot #1 in the [REDACTED] table of organization be changed from Security Officer, GS-13 to Executive Officer, GS-14; and that (b) the title and grade of slot #13 be changed from Secretary (steno), GS-6 to Administrative Assistant, GS-7.

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2. [REDACTED] has been undergoing reorganization since late in 1952. During this reorganization, the duties of position #1, which is occupied by a staff agent, have been enlarged to include those usually assigned to an executive officer while the functions of Security Officer remain in the position.

3. The request for change in position #13 is a result of the increased complexity of the duties assigned to the position; it is held by a staff agent.

4. Sufficient funds are available in the project to cover the increased costs which will be necessitated by these changes. Please note that no increase in the total number of agents is envisaged.

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5. For your convenience, I am attaching position descriptions for the two slots for which changes are requested as well as a copy of the approved [REDACTED] table of organization as it now stands.

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[REDACTED]
Chief
International Organizations Division

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Attachments - 2
(1) Position Descriptions
(2) Current [REDACTED] T/O

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